

Changeover Checklist

Your go-to checklist for a smooth vacation rental changeover.
Remember to fill in the blanks with any specifics!

BEDROOM

- Wash used linen
- Make bed with fresh linen
- Wipe tables
- Wipe nightstands
- Clean wardrobe
- Clean windows
- Wipe table lamps
- Wipe all surfaces
- Wipe mirror
- Wipe bed frame
- Vacuum rug
- Mop floor
- Empty bin
- _____
- _____
- _____

BATHROOM

- Clean sink
- Clean shower / tub
- Clean drain
- Clean toilet
- Wipe mirror
- Inspect cabinets
- Clean cabinets
- Clean counters
- Clean shelves
- Wash rug
- Mop floor
- Empty bin
- Wash towels
- _____
- _____
- _____

KITCHEN

- Remove all food
- Clean oven
- Clean hob
- Clean counters
- Clean sink
- Clean cupboards
- Clean fridge
- Wipe windows
- Clean table
- Empty toaster
- Empty & wash bins
- Mop floor
- Wash kitchen towels
- Add fresh kitchen towels
- _____
- _____

LIVING ROOM / COMMON AREAS

- | | |
|---|---|
| <input type="checkbox"/> Clean door handles | <input type="checkbox"/> Wipe mirrors |
| <input type="checkbox"/> Wipe tables | <input type="checkbox"/> Inspect sofa and cushions |
| <input type="checkbox"/> Clean shelves | <input type="checkbox"/> Vacuum rugs |
| <input type="checkbox"/> Wipe all surfaces | <input type="checkbox"/> Empty bins |
| <input type="checkbox"/> Clean windows | <input type="checkbox"/> Mop floors |
| <input type="checkbox"/> Wipe table lamps | <input type="checkbox"/> Clean washing machine filter |
| <input type="checkbox"/> _____ | |
| <input type="checkbox"/> _____ | |
| <input type="checkbox"/> _____ | |

EXTERIOR

- Clean barbecue grill grates
- Clean fire pit
- Remove trash
- Empty bins and recycling
- Clean balcony
- Clean patio
- Clean tables & chairs
- Inspect plants for pests
- Water plants
- _____
- _____
- _____
- _____
- _____
- _____

RESTOCKING

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Bath towels | <input type="checkbox"/> Toiletries |
| <input type="checkbox"/> Kitchen towels | <input type="checkbox"/> Condiments |
| <input type="checkbox"/> Linen | <input type="checkbox"/> Consumables |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |